

REPORTS INVENTORY

REPAIR IN DUPLICATE

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050077-8

TITLE OF REPORT (If a title is in report, include form No.)

2. TYPE OF REPORT ☒ STATISTICAL
☐ NARRATIVE
☐ TEACHING-AID LISTING

STAT **Quarterly Review**

FUNCTIONAL AREA
PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)

NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

5 **Quarterly**

1

FORMAT (memorandum, form, computer print-out, etc.)
C. AOP PROCESSING
YES IF YES GIVE AOP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

STAT

Memorandum

PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)

SPS/DDS&T

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	\$9.40		12		\$112.80				
GS-15	11.74		4		46.96				
GS-15	11.74		8		93.92				
GS-15	11.74		4		46.96				
GS-15	11.74		4		46.96				
GS-6	3.74		6		26.44				
					\$374.04		4		\$1496.16

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by management to review status of funding.

13. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS ☐ OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

HAND-BOURS

DOLLARS

STAT

DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT 10/13/70

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Center: Support/SPS/DDS&T

Classification